

## **1 - CALL TO ORDER – WELCOMING REMARKS FROM THE CHAIR**

The meeting was called to order by CCF President Dean Kelch. Board members Fred Clerici, Jeffrey Frankel, Michael Kirker, Gaunt Murdock and Nancy Rieser were present. Harold Burnett was absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance included: Jennifer Cesmet, Jim Gardner, Larry Haydon, Anne Mann, John Mann, Lindsey Pannel, Dan Robertson, Irma Simmons, Mary Wais.

## **2 - PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS**

Jim Gardner reported that he is trying to organize a Community Emergency Response Team (CERT) in Crockett. He has found a sponsor, and is currently looking for individuals to take the training.

Larry Haydon reported that the Crockett Chamber of Commerce is looking for new members and officers. They are having a meeting on August 29, 6:00 PM, at the Crockett Community Center.

Dan Robertson reported that the new issue of the Crockett Signal is out, which included a thank you to all the local organizations and volunteers, including the CCF, for all that they do for the community.

Irma Simmons gave an update on activities at Little Roses Preschool. The preschool will be opening on August 22<sup>nd</sup>, and are currently enrolling children ages 2-5 years old. They will also be accepting children that are still in diapers. The school will be hosting a movie night on Friday, August 11. Ms. Simmons thanked the CCF for the generous grant received in 2015 that assisted with the purchase of equipment, learning materials and supplies, and offered CCF Directors a tour of the facility.

Dean Kelch reported that the State Lands Commission has paid to have the water front cleaned. Dean felt that it is time to put together a master plan for the waterfront area. He will be contacting organizations and agency personnel, and asked that anyone interested in participating to please get in touch with him.

## **3 – CONSIDER MICROGRANT APPROVAL**

The Carquinez Toy Train Operating Museum (CTTOM) is requesting \$1,000 to purchase an automated external defibrillator (AED) for the building located at 945 Loring Avenue, where the Carquinez Toy Train Operating Museum and the Carquinez Model Railroad Society reside. Fred Clerici made a motion to approve a grant in the amount of \$1,000 to the CTTOM for the purchase of an AED. Michael Kirker seconded the motion, and the motion carried unanimously.

## **4 – FUNDRAISING ASSISTANCE PREAPPROVAL**

The Crockett Improvement Association (CIA) is requesting that they be placed on the CCF fundraising calendar for their July Sugartown Festival Booth. Michael Kirker made a

motion to approve the CIA for the July fundraising calendar. Fred Clerici seconded the motion, and the motion carried unanimously.

The Crockett Swim Team (CST) is requesting that they be placed on the CCF fundraising calendar for their July C&H Sugartown Festival Raffle and July Conditioning Circuit Training. Swim Team representative, Jennifer Cesmet, reported that their request for the Sugartown Festival Booth Raffle had not been turned in 30 days in advance, due to the fact that C&H had informed them after the deadline that the proceeds would be donated to them. It was the consensus of the Board that they make an exception and accept the late submission from CST. Michael Kirker made a motion to approve the Crockett Swim Team for the July fundraising calendar (Festival Raffle and Conditioning Circuit Training). Gaunt Murdock seconded the motion, and the motion carried unanimously.

The Port Costa Conservation Society (PCCS) is requesting that they be placed on the CCF fundraising calendar for their August Car Show and BBQ. Fred Clerici made a motion to approve the PCCS for the August fundraising calendar. Michael Kirker seconded the motion, and the motion carried unanimously.

## **5 – APPROVAL OF FUNDRAISING ASSISTANCE DEPOSITS**

Michael Kirker made a motion to approve the following fundraising assistance deposits. Gaunt Murdock seconded the motion, and the motion carried unanimously.

Organization: JSUSD PTAs  
 Event: Annual Dinner  
 Amount: \$2,855 (includes \$1,000 CCF Contribution)

Organization: Crockett Boy Scouts  
 Event: Annual Fish Fry  
 Amount: \$6,636 (includes \$1,000 CCF Contribution)

Organization: Crockett Lions Club  
 Event: Pasta Feed  
 Amount: \$3,145 (includes \$1,000 CCF Contribution)

Organization: Port Costa Conservation Society  
 Event: Town Wide Yard Sale  
 Amount: \$3,145 (includes \$1,000 CCF Contribution)

Organization: John Swett Education Foundation  
 Event: Sweat for Swett Fun Run  
 Amount: \$2,756.11 (includes \$1,000 CCF Contribution)

The Crockett Improvement Association and Crockett Firemen's Association had also submitted fundraising assistance deposits. The CIA had not included an expense for their booth, and the Crockett Firemen's Association did not include proof of advertising CCF support. These will both be placed on the agenda for September.

## **6 - UPDATE ON LITTLE ROSES PRESCHOOL**

Irma Simmons gave her report under public comment.

## **7 - APPROVAL OF 2017/2018 BUDGET**

Fred Clerici presented a draft of the July 1 2017 - June 30, 2018 budget for Board approval. The Budget and Finance Committee met, and one of the members had concerns regarding the amount of cash being carried over at the end of every year, and suggested that some of that money be invested. Fred suggested that the Board wait until the fall grant cycle is over, and then put an additional amount into the endowment. Dean Kelch suggested that it be invested in a non-endowed fund so that it is easily accessible. Fred suggested that a committee be formed to look into other investment options.

Michael Kirker had an issue with the \$8,500 that was budgeted for street light operating expenses. Michael is in favor of converting to LED lights. Michael reported that the conversion would cost the same amount of money as it would to replace and/or repair existing lights, plus they would use less electricity and they would come with a 5 year warranty. Fred Clerici suggested that since the Community Services District owns the lights, they should be involved in the discussion. The lighting issue will be placed on the September agenda.

It was the consensus of the Board to place approval of the budget on the agenda for September.

## **8 - TREASURER'S REPORT**

Fred Clerici gave the Treasurer's report for June 1 thru June 30, which included a year to date accounting on special funds, spreadsheets reflecting projected changes in fund balances, as well as the status of the Foundation's operating expenses and a detail of allocated grants. Various invoices for expenses totaled \$3,391.28. Total liabilities and equity through June was \$7,883,410.73. Fred also gave the Treasurer's report for July 1 thru July 31. Various invoices for expenses totaled \$14,413.49, which included EBCF 4<sup>th</sup> quarter administration and investment fees. Total liabilities and equity through July totaled \$8,020,331.58. Gaunt Murdock made a motion to approve the June and July Treasurer reports. Jeffrey Frankel seconded the motion, and the motion carried unanimously.

## **9 - SECRETARY'S REPORT AND APPROVAL OF MINUTES**

Nancy Rieser reported on correspondence received in June and July, which included a letter from the County Administrator informing us that Crockett's share of Crockett Cogeneration Property Tax is \$168,199. Nancy also presented minutes from the June Board meeting. Jeffrey Frankel made a motion to approve the Secretary's report and June minutes. Fred Clerici seconded the motion, and the motion carried unanimously.

## **10 - COMMITTEE REPORTS**

Nancy Rieser reported that the Project Funding Committee met. The committee approved the Carquinez Women's Club Garden Project final report. They also approved the Crockett Boy Scouts Memorial Bench Project, pending receipt of the check for unspent funds. Two interim reports were approved; Port Costa Conservation Society, Safety Improvements and Crockett Community Services District, Deck Project. The JSUSD submitted their final report for the ASSIST project. This report was not accepted by the committee. Nancy reported that two reports had been submitted by the JSUSD; the first report was submitted in January stating that funds were used to purchase supplies to create robots. This report was submitted without receipts. In June a second final report was submitted stating funds were used for field trips and a party which occurred outside of the funding window. This report did include receipts. If the district wishes to use the January report, they must submit receipts for the robotic program; if the district wishes to use the June report, they must request an extension of the funding window. The Committee has also suggested that we inform the district that in the future, if they apply for a grant, they must be more specific about what funds are to be spent on.

## **11 - FUTURE AGENDA ITEMS**

Approve 2017-2018 Budget; Lighting Discussion; Community Emergency Response Team (CERT) in Crockett; Grant Request Requirements for Funding From Other Sources.

## **12 - BOARD AND PUBLIC COMMENT**

Nancy also had concerns regarding JSUSD's consistent use of RMAC as a funding source on CCF grant applications, and would like to have a discussion on the documentation needed to insure that there is intent to fund from other sources.

## **13 - ADJOURNMENT TO September 7, 2017**

Dean Kelch adjourned the meeting at 8:06 PM until **September 7, 2017**.

Respectfully submitted,

Jeanne Owens  
Office Secretary